

Agenda Item: 1

Date: April 7, 2021

Commission Action Date: April 13, 2021

TO: Arts & Culture Commission

FROM: Emily Fox, Recreation Manager

SUBJECT: Election of Vice Chair

RECOMMENDATION

It is recommended that the Arts & Culture Commission elect a Vice Chair to serve for the 2021 calendar year.

DISCUSSION / ANALYSIS

At the beginning of each calendar year, the Arts & Culture Commission elects a Chair and Vice Chair. At the March 9, 2021 regular Arts & Culture Commission meeting, Commissioner Lakin was elected Chair. The Commission then voted to elect the position of Vice Chair at the next regular meeting.

The procedure for electing the Vice Chair is as follows:

Step # 1

Chair Lakin opens nominations for the position of Vice Chair. Members may nominate themselves or another member of the Commission for the position. Once a member accepts a nomination, a “second” is not necessary.

Step # 2

Nominations remain open until Chair Lakin entertains a motion to close the nominations for the position of Vice Chair.

Step # 3

Once nominations close, Chair Lakin calls a vote of each nominated member for Vice Chair in the same sequence the nominations were received.

For example, if member ‘A’ nominates member ‘C’ and then member ‘D’ nominates member ‘B’, the vote will first be called for the election of member ‘C’. If that fails, then the Commission will vote on member ‘B’s’ nomination, etc.

To be elected to the position of Vice Chair, the nominee must receive a majority vote of the members present and voting.

Chair and Vice Chair's Roles and Responsibilities

Excerpt from the Council Advisory Handbook (pages 15-16)

Chair Responsibilities - Council Advisory Groups can only take action at a meeting with a majority vote of the members.

The Chair is the key to the effectiveness of this group process and can be likened to the team captain. The Chair provides group direction and sets the tone for meetings. The Chair presides over all Council Advisory Group meetings and has the authority to preserve order at the meetings. This includes removing any person from a meeting for disorderly conduct, enforcing the rules of the Council Advisory Group, and determining the order of business under the rules of the Council Advisory Group.

The Chair must balance being strong enough to move the meeting along and democratic enough to involve all members in the meeting. To be effective the Chair needs the support of the members. Trust is built by even-handedness and fairness to all the participants. It also means that a Chair does not use the powers of the Chair unfairly to win a point or argument.

The effective Chair also:

- a. Prevents dominant Council Advisory Group members from having a disproportionate influence.
- b. Defends all members from public and colleague abuse.
- c. Solicits opinions, feelings, and positions from reticent members.
- d. Keeps new thoughts from being rejected prior to fair evaluation.
- e. Discourages blame-oriented statements.
- f. Keeps the discussion focused on the problem.
- g. Encourages the generation of alternative solutions.
- h. Delays evaluation and analysis of alternatives until all are on the table.
- i. Guides the process of screening alternatives and selecting the solution.
- j. Attempts to obtain consensus.
- k. Moves the meeting along and does not let the group drift off the subject at hand.

Absence of the Chair - The Vice Chair acts in the absence or disability of the Chair. When the Chair and Vice Chair are absent from any meeting of the Council Advisory Group, the members present may choose another member to act as Chair pro tem, and that person has the powers of the Chair for the meeting.